



# JOB DESCRIPTION

Job Title:

**Teaching Assistant Level 1**

Location:

**ERESBY SCHOOL**

## **Job Purpose:**

To work with individual children having special or particular needs, in accordance with the child's statement where appropriate and/or groups of children as directed by the teacher. To provide support to the Head teacher/Teacher across a range of child centered activities to promote child development and learning.

## **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

## **Reporting To:**

Teacher or section Head (or other designated person)

## **Grade:**

NJC 03

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN DUTIES AND RESPONSIBILITIES

- ★ Assist with the planning and preparation of activities, and in the delivery of local and national initiatives e.g. literacy and numeracy strategy
- ★ Participate in the preparation of the classroom
- ★ Monitor children's needs and reporting these to a designated person.
- ★ Have familiarity with all relevant statements of special educational needs specific to the child.
- ★ Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development
- ★ Support those with special needs
- ★ Carry out reasonable daily personal care/hygiene duties and administer basic first aid
- ★ Assist with the movement of children in and around the school
- ★ The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
- ★ Occasional requirement to demonstrate duties, give advice and guidance to employees, students or trainees

## MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

- ★ Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behavior management.
- ★ Keep records as required by the school

## KNOWLEDGE/SKILLS/EXPERTISE

- ★ Formal qualifications are not essential for this role, however, the post holder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.
- ★ Desirable for the post holder to have GCSE or equivalent in Math's, English or equivalent level of competency.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
<b>Qualifications and Professional Development</b>		
★ GCSE or equivalent in Maths and English or equivalent level of competency		✓
<b>Experience</b>		
★ Experience of dealing with conflicting demands		✓
★ Experience of delivery personal care/hygiene duties		✓
★ Experience of planning activities		✓
★ Experience of working with children with SEN		✓
<b>Skills and Knowledge</b>		
★ Ability to carry out appropriate physical interventions where necessary to safeguard self and others. (After training).		✓
★ Good organisation and effective time management skills.	✓	
★ Knowledge and experience of augmentative communication systems, Makaton, PECs etc.		✓
<b>Personal Qualities and Ethos</b>		
★ Well-motivated, enthusiastic with a can-do attitude.	✓	
★ Honesty and integrity.	✓	
★ Team working skills.	✓	
★ To be a positive role model to our pupils.	✓	
★ Can deal patiently and sensitively with pupils and parents/carers.	✓	
★ Willingness to work as part of a team to implement and share new ideas	✓	
★ Good communication skills with pupils, parents/carers and colleagues,	✓	

Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

**All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.**